

**Title:** Benefit Stock Management

**Purpose**

WIC benefit stock must be kept secure at all times.

**Authority**

7CFR 246.12(P) & (Q)

**Policy**

WIC benefit stock will be kept secure at all times, receipt and disposal must be properly documented.

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**I. Obtaining Benefit Stock**

- A. The responsible clinic will call the state office to place an order.

**II. Distribution of Benefit Stock**

- A. Benefit Stock management will take place in the context of a “distribution” site. A distribution site is a central place where benefit stock is shipped to and stored for a group of clinics. For example, a main clinic may store stock for itself and for its satellite clinics.
- B. Every distribution site has a designated responsible clinic that is responsible for benefit stock management. All clinics associated with a distribution site can share benefit stock without any paper work; however, the responsible clinic for a distribution site is responsible for accounting for all benefit stock it receives. Distribution sites are predefined by an agreement with the State WIC Office and in general follow the regional groupings.
- C. Clinics will maintain a six-month supply of benefit stock or a minimum of 500 sheets.
- D. The responsible clinic for a distribution site will call or e-mail the State WIC Office to order benefit stock.
- E. Benefit stock will only be used to print benefits in accordance with WIC benefit issuance policies.
- F. Benefit stock will be stored in a locked location.
- G. Distribution sites will maintain an audit trail for benefit stock.
  - 1. Compare the number of benefits issued with stock sent/stock on hand.
  - 2. Complete and submit a report to the State WIC Office of destroyed benefit stock.

**III. Benefit Stock Security and Inventory Control**

- A. Keep all blank benefit stock in a locked vault, filing cabinet or drawer. Only authorized personnel may issue WIC benefits.
- B. One staff person in each clinic must be designated as “inventory control person.” When possible, this function of accountability must be different from the person issuing benefits. The inventory control person has responsibility to:
  - 1. Assure the safe keeping of the blank benefits. Benefits must be locked up when not in use; whether that is overnight, during the lunch hour or any other time staff are absent; and
  - 2. Provide benefits to other WIC staff that are authorized to issue them.

#### **IV. Voided Benefit Stock Management**

- A. Use one of the following procedures to manage voided benefits (unused benefits the participant returned, benefits voided in the system, benefits printed in error, etc.):
  - 1. Write or stamp Void on the benefits and keep them in a Voided Benefit file. The file must be kept for 8 years.
  - 2. Write or stamp Void on the benefit and scan it into the participants file then destroy the benefit. After 8 years the scanned benefit may be deleted from the participants file.
  - 3. If the benefits did not print – write a general note explaining that they did not print and list the benefit numbers so they can be tracked.
- B. Whichever procedure is used must be **consistent** throughout the Local Agency. Everyone in the Agency must use the same procedure. It is recommended that the Agency determine which procedure they will use and incorporated it into their Operating Procedures Manual.
- C. During a monitoring visit Voided Benefits will be reviewed.

#### **V. Benefit Stock Destruction**

- A. When a clinic is instructed to destroy benefits, follow these procedures:
  - 1. Witness the destruction of the benefit stock by a local agency employee.
  - 2. Destruction by either incineration or shredding.
  - 3. Complete Attachment [WIC Benefit Stock Disposal Form](#) and send to the State Office within 5 days of the witnessed destruction of benefits.